

PROJECT DIRECTOR

COMPETENCIES

Qualifications:	<ul style="list-style-type: none"> • Ideally a Graduate (but not essential) • A-C Grade in English at GCSE or O Level • A-C Grade in Mathematics at GCSE or O Level • Full UK driving licence • Full valid passport
Experience:	<p>At least 10 years' experience working as an event manager at a senior level within an events agency, leading projects from proposal to completion, in a fast paced office environment.</p> <p>You will have managed operational, financial and creative processes at a senior level; have a flexible "can do" attitude and take real pride and passion in your contribution to the business.</p> <p>Ideally the candidate will have direct experience working with and managing technical production teams; will understand the different roles within the event production environment and will have extensive UK and international experience across a variety of venue platforms.</p>
Essential Skills/Qualities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Strong customer service ethic with "Can do" attitude • Front line customer service experience • Confident with good client relationship building skills • Strong leadership qualities - being able to work as part of a team, nurturing younger members and reinforcing a team approach on client projects and internal initiatives • Excellent time management and prioritisation skills - with the ability to oversee a range of projects and accounts simultaneously • Strong UK and international travel/ venue experience with established network of supplier contacts • Experience of working on a variety of different size and type of events in the UK and overseas • Experience of working with multiple C Level stakeholders across a range of industry sectors • Self-motivated and proactive, but equally works well in a team setting • Excellent attention to detail with ability to prioritise, work quickly and accurately • Honest, trustworthy and discreet when handling confidential information • Good numerical skills • Strong commercial awareness and ability to manage complex budgets in multiple currencies • Ability to work under pressure • Ability to work under own initiative and have the drive to seek and deliver continuous improvement • Experience of working with Delegate registration systems

	<ul style="list-style-type: none">• Bright and personable with passion and pride in their contribution to the business• Advanced Microsoft Outlook, Excel, Word, PowerPoint and Drop Box
Desirable:	<ul style="list-style-type: none">• Experience working with Xero finance software• Previous experience working within the parameters of a defined Quality Management System